



Grant and Development Associate

Title: Grant and Development Associate

Reports to: Development Director

Status: Part-time, non-exempt at 20 hours per week

Mission: We engage our community with essential services that empower all people to thrive.

Vision: A community that is healthy, secure, and connected.

Scope: Mountain Resource Center stands as the only nonprofit agency within the Highway 285 corridor, dedicated to offering a comprehensive range of services tailored to low-income residents in need. This agency takes a two-generation approach, addressing the needs of both individuals and families. Its core programs encompass Community Health, Preschool, Workforce Development, and Case Management, all working in tandem to make a positive impact on the community.

Position Summary

The Grant and Development Associate will support the organization's fundraising, grant management, and community engagement efforts by coordinating grant writing and reporting processes, maintaining grant records and deadlines, conducting funding research, and assisting with donor and sponsor relations. This position works collaboratively with leadership and program staff to develop compelling grant proposals that align with organizational goals and community needs. The role also supports the planning and execution of fundraising and community events, contributes to marketing and outreach efforts, and helps strengthen relationships with funders, donors, and community partners. The ideal candidate is highly organized, detail-oriented, adaptable, and possesses exceptional written communication, project management, and relationship-building skills.

Essential Functions

- Conduct grant writing, submission, and reporting processes.
- Assist the Director of Development with grant applications and reporting as needed.
- Maintain the grant calendar, including submission and reporting deadlines.
- Maintain grant files of all current grants/funding amounts/reporting requirements.
- Support the management of relationships with grant administrators and donors.
- Assist with grant and foundation prospect research, including identification and letters of inquiry.
- Participate in grant implementation meetings after grants are awarded.

- Work with the CEO, Director of Development, Finance Officer, VP of Programs and Services, and Program Managers to prepare and generate grant proposals and supporting documents in response to solicitations.
- Act as a liaison with program managers and staff to ensure grant proposals align with program goals.
- Assist in the planning, coordination, and execution of MRC's signature events and provide support for community events.
- Support sponsor relations, including both monetary and in-kind contributions.
- Contribute to the development of event-specific marketing strategies and materials.
- Assist with event logistics, execution, and post-event follow-up.
- Participate in ongoing professional development.
- Perform other duties as assigned.

Knowledge, Skills, Abilities and Accountabilities

- Excellent written and verbal communication skills: ability to be clear, structured, articulate, and persuasive.
- Organization and attention to detail - demonstrate excellent project management, organizational skills, proof-reading ability, as well as the ability to prioritize multiple deadlines and timelines for deliverables.
- Highly organized: ability to meet deadlines and work with tight time constraints.
- Flexibility and ability to accept feedback and adapt to changing circumstances.
- Excellent database management and computer skills.
- Strong critical thinking with the ability to provide constructive feedback through editing, proofreading, and collaborative review processes
- Participation as an MRC team player by attending staff meetings and other organizational events and willingness to share knowledge to advance knowledge and skills of others
- Understanding and agreement to follow all policies, procedures & protocols as set forth in the MRC Employee Handbook, MRC Employment Policies Manual, and other directives
- Conformance to a drug-free workplace, not be under the influence of alcohol and/or other illicit drugs of abuse
- A professional, positive, and polite attitude and relationship with other MRC employees, volunteers, clients, and customers
- Ability to work periodically on evenings & weekends as required for programs and special events

Credentials, Experience and Qualifications

- Bachelor's degree, equivalent professional experience, or a combination of lived and work experience relevant to the position's responsibilities.
- 3-5 years of experience in non-profit grant writing, fundraising, nonprofit development, technical writing, communications, or a related field; experience with foundation, corporate, government, or other institutional funding sources preferred.
- Proof and maintenance of proper legal authorization to work in the United States.
- Spanish language proficiency preferred but not required.

Compensation and Benefits

- Generous PTO
- Paid Sick Leave
- Long-term disability
- Family and Medical Leave Insurance
- Life insurance benefits
- Simple IRA Retirement plan with 3% match

We recognize that candidates may not meet every qualification listed. If your experience aligns with many of the responsibilities and skills outlined above, we encourage you to apply.

Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.

Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on,

•Empowering change •Embracing differences •Understanding and challenging systemic inequities • Achieving equitable outcomes for all communities • Supporting and encouraging personal and professional growth • Cultivating diversity • Valuing individual stories